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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
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**FISCAL YEAR 2004
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSOR MEMO #11**

TO: Family Day Care Home Sponsors

FROM: Cheryl Schubel, Acting Supervisor
Child and Adult Care Food Program

DATE: July 19, 2004

SUBJECT: Revised Fiscal Year 2005 Provider Application Procedures

As per our discussion at the last Family Day Care Home Sponsor meeting, May 19, 2004, provider site data from all FY 2004 active sites will carry forward as **inactive** when the sponsor initially opens the FY 2005 sponsor application in the Child Nutrition Application Program (CNAP).

Sponsors need to activate each provider site application using the procedures in the FY 2004 Family Day Care Home Sponsor Memo #8. Remember to press the **SUBMIT** button to activate the site.

It is not necessary to inactivate the provider site data for a provider already in inactive status. This is the only change to the procedures listed in Memo #8.

Please contact Rosemary Suardini at (517) 373-4015 or Connie Kraft at (517) 373-7391 if you have any questions about this memo.

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